

	<b>APOLLO HOSPITALS,SECUNDERABAD</b>	<b>MOM – 13</b>
	<b>POLICY ON ACQUISITION OF MEDICAL SUPPLIES AND CONSUMABLES IN THE HOSPITAL</b>	<b>Issue: C</b>
		<b>Date:06-01-2017</b>
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<b>PREPARED BY:</b> <b>Dy. Medical Superintendent</b>		<b>APPROVED BY:</b> <b>Chief Executive Officer</b>

## 1.0 Purpose:

To ensure the ready availability of medical supplies and consumables to meet the patient needs and to establish proper guidelines for the procedure to be followed while procuring medical supplies and consumables that are not available in the hospital.

## 2.0 Policy for procuring medical supplies and consumables

- 2.1 The purchase department shall oversee the organization medical supplies and consumables use and take care of the medical supplies and consumables procurement based on the consumption.
- 2.2 The authorized sources of suppliers has been identified and purchase department shall maintain the copies of CST, APGST, Drug License of all the authorized sources of supply
- 2.3 All the medical supplies and consumables shall be procured only from the authorized sources of suppliers.
- 2.4 An appropriate selection of medical supplies and consumables for usage shall be stocked in the in-house stores to meet the patient needs.
- 2.5 The purchase department shall maintain a list of all the vital medical supplies and consumables and shall ensure that a minimum stock is always available.

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**QUALITY DEPARTMENT**

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**2.6** On occasion, when medical supplies and consumables not stocked are needed, the purchase department shall place orders to the near by local sources of authorized stockists and distributors and if not available, enquire and procures medical supplies. If not, procures medical supplies from the other out station suppliers.

**3.0 Responsibility:**

**3.1** Purchase department, pharmacist